

Department of Behavioral Health

Request for Application Title: Community Mental Health Services Block Grant

Frequently Asked Questions (FAQs)

Last updated June 15, 2016

Please find answers and general information about the Community Mental Health Services Block Grant Request for Application.

Q) Our organization recently submitted fiscal documents for another grant. Do we have to re-submit all of our financial documents such as Articles of Incorporation, etc.

A) Yes, we do not have a central suppository or library of these documents. Please submit the necessary documents outlined in the RFA.

Q) Referring to the Priority Populations, one priority population is listed as “persons with disabilities.” Are you referring to mental or physical disabilities?

A) The Americans with Disabilities Act defines persons with disabilities as a person with a disability who has a physical or mental impairment that substantially limits one or more major life activity. On page 11 of the RFA, the SAMHSA statutory priority populations are identified as numbers 1-3. Applicants must select from one or more of these populations. In addition, to the statutory requirements applicants are encouraged to select one or more of the populations and/or services in number 4, which includes persons with disabilities.

Q) Are we required to pick a number of categories within the priority populations?

A) There are 4 priority populations. Of the 4, the first 3 are statutory and applicants are required to choose 1 of the 3 below:

- 1) Comprehensive community-based mental health services for adults with SMI and children with SED;
- 2) Services for persons with or at risk of having substance use and/or SMI/SED; or
- 3) Services for persons with or at risk of contracting communicable diseases.

An applicant may choose to choose an additional priority population to compliment 1 of the 3 required populations and/or services required in statute to include:

- Individuals with mental and/or substance use disorders who are homeless or involved in the criminal or juvenile justice systems;
- Individuals with mental and/or substance use disorders who live in rural areas; or
- Underserved racial and ethnic minority and LGBT populations; and persons with disabilities.

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Q) The word innovative, is that a SAMHSA term and what does the Department of Behavioral Health consider innovative?

A) The definition of innovative is introducing new ideas; original and creative in thinking. If the proposed project was previously funded a new service and/or initiative must be implemented. Applicants are also encouraged to propose projects that utilize best or promising practices and/or evidence-based practices.

Q) Do we need to fill out a Work Plan for each goal?

A) Yes. If there are 3 goals, you should submit a work plan for each goal.

Q) Can organizations submit two applications for two different projects?

A) An organization can only submit one application for one project.

Q) Are you looking for mostly clinical intervention projects?

A) Your project should align with the scope of work and application requirements outlined in the RFA.

Q) Will you be funding projects that have been funded before? Must we come up with brand new projects even if the need still exist?

A) If the proposed project was previously funded a new service and/or initiative must be implemented. Applicants are also encouraged to propose projects that utilize best or promising practices and/or evidence-based practices.

Q) Our organization is ran largely by volunteers. Is there a place in the budget to capture stipends given to volunteers?

A) A stipend can be considered as Other Direct Costs . This budgeted item should be itemized under the Other Direct Costs portion of your budget.

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Q) Would it be appropriate to propose using the funds to plan a project?

A) Your project should align with the scope of work and application requirements for the RFA.

Q) If you apply for a project for a two year period, must the project be innovative each year?

A) No, the application submitted for either one or two years must be innovative in nature for the life of the project.

Q) Is the Work Plan (attachment F) counted towards the 20 page limit?

A) Your program narrative must not exceed 20 pages. Attachments and appendices do not count toward the page limit.

Q) If we are proposing a two year project, should we write the narrative for two years?

A) Yes, your narrative should encompass the time period of your project, whether one or two years.

Q) Should we submit a budget for one or two years?

A) If the project is for two years, please provide two budgets and label Year 1 and Year 2.

Q) Could you clarify what administrative cost is if it is not staff overhead?

A) Upon further review, we have determined that indirect costs are sufficient and deleting the administrative cost requirement of 5%.

Q) Is there any way DBH would cover the cost of malpractice insurance for our part-time psychiatrist? I think it would be considered an indirect cost so perhaps we could include that up to 10% of the total cost?

A) It can be considered indirect cost.

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Q) The Request for Applications is in a non-writable PDF format. Are we supposed to re-type all the pages or hand write on the copies? I am asking specifically about Attachment A (Applicant Profile), and Attachment F (Work Plan) and Attachment G (Budget and Narrative Justification. Is it possible that you could provide Word or Excel versions of these documents so we could just enter in the data and keep the format consistent?

A) All documents (NOFA, RFA, Attachments, Pre-Application Conference PowerPoint and FAQs) related to this grant competition can be found on the Office of Partnerships and Grants website. Specifically the District Grants Clearinghouse which is accessible at the following link:
<http://opgs.dc.gov/node/1160122>

Q) On page 15 it states, "If the proposed project was previously funded a new service and/or initiative must be implemented." This project is a continuation of the project we had funded before. We have improved it and it will be slightly different but it is not entirely new. Is that acceptable?

A) A new feature must be added either a service and/or initiative not previously included in the project.

Q) My question is, 1) are we too small for this initiative? 2) Is there an application that I'm missing or do I just follow the guidelines of the scoring criteria to create our RFP. 3) Was the info session recorded? 4) Lastly, are there writeable versions of the work plan and other documents?

A)

1. While there are some requirements for organizations receiving Block Grant funding, size is not one of them. Please reference the RFA.
2. Yes, there is an application. It can be found on the Office of Partnerships and Grants website. Specifically the District Grants Clearinghouse which is accessible at the following link: <http://opgs.dc.gov/node/1160122>
3. The pre-application conference questions were recorded and documented to produce the FAQs. The PowerPoint presentation is available at the link referenced in response #2.
4. Yes, there are writeable versions of the work plan and other documents. Please reference link in response #2.

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Q) At the bottom of page 16 of the RFA, the Public Health Service Act states that funds cannot provide in-patient services. How do you define in-patient services?

A) 42 CFR §409.10 Included Services, states the following:

Subject to the conditions, limitations, and exceptions set forth in this subpart, the term "inpatient hospital or inpatient critical access hospital (CAH) services" means the following services furnished to an inpatient of a participating hospital or of a participating CAH or, in the case of emergency services or services in foreign hospitals, to an inpatient of a qualified hospital:

(1) Bed and board.

(2) Nursing services and other related services.

(3) Use of hospital or CAH facilities.

(4) Medical social services.

(5) Drugs, biologicals, supplies, appliances, and equipment.

(6) Certain other diagnostic or therapeutic services.

(7) Medical or surgical services provided by certain interns or residents-in-training.

(8) Transportation services, including transport by ambulance.

Q) In reviewing the RFP and attachments, it says on page 13 that Appendix 1 should include: "Certifications and Assurances (Attachments A, B, C, D and E)" Attachment A, however, appears to be the applicant profile, which is directed to be placed as the first page of the application. Should it also be placed with Appendix 1?

A) Attachment A is often referenced with the Certifications and Assurances as it needs to be signed by the authorized representative. Attachment A should be attached as the first or face sheet of the application and not with Appendix 1. We will be sure to make that clarification moving forward.